

ANNE ARUNDEL COUNTY

PURCHASING DEPARTMENT

X

1. PRICE COMMODITY FILE

Size: 5" x 8"
Dates: 1954 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: Alphabetical by commodity
Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

The Price Commodity File is a card file listing prices paid for each commodity purchased by the County. Postings are made from file copies of Purchase Orders. Entries are made in chronological order of purchase, and show name of commodity, date of purchase, Purchase Order number, vendor, description of commodity, quantity purchased, unit net price, and amount. The file has a long-range value as a tool for the analysis of bids and for budgetary purposes.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF LAST ENTRY ON CARD AND THEN DESTROY.

2. PURCHASE ORDERS

Form No.: 23 P & S
Size: 8 $\frac{1}{2}$ " x 9 $\frac{1}{2}$ "
Dates: 1950 - -
Quantity: 26 cubic feet
File Arrangement: Alphabetical by vendor
Annual Accumulation: 6 cubic feet
Disposable Amount: 11 cubic feet

A prenumbered, printed form is prepared for all purchases made by

the County Commissioners of Anne Arundel County. The forms are prepared in six copies as follows:

1. White: Sent to vendor and returned by him with invoices. Finally goes to Finance Department where it is attached to a voucher.
2. Yellow: Sent to vendor and retained by him.
3. Pink: Filed by the Purchasing Department in numerical order.
4. Goldenrod: Filed by the Purchasing Department alphabetically by vendor, with attachments. (See below).
5. Green: Attached to the first copy of the Requisition, sent to the Finance Department and finally attached to a voucher.
6. White: Sent to stock room and there used to account for receipt of order. Finally this copy is sent to the Finance Department and attached to a voucher.

Entries show serial number, name, and address of vendor, name and address of place of delivery, date, final shipping date, method of shipment, department ordering, requisition number, account number, description of goods, instructions to vendor, and signature of purchasing agent.

Attachments to the 4th copy include correspondence, price lists, notices of correction, notices of cancellation, requests for quotation (Forms 23-P & S-5a), and tabulations of bids (Form P105).

Contracts for continuing services are filed in the Contracts File kept by the Clerk to the Board of County Commissioners. Information of long range value on prices is extracted and posted to the Price Commodity File.

Beginning in 1956 the Purchase Order File includes Special Purchase Orders. The Purchase Order File also includes the following sections:

1. Bids Awarded by Purchase Order File: Contains pink copy of Purchase Order, correspondence, memoranda, sales literature, registered mail tickets, copies of advertisements asking for bids, and the bids received.
2. Informal Bids: Contains pink copy of Purchase Order and a printed Informal Bid form. This form shows telephone number, date, requisition number, statement of terms for bids, description, quantity, unit, unit price and amount of supplies and/or services, P.O. destination, period of delivery, discount terms, name, address and phone number of firm, and signature of firm representative.
3. Rejected Bids: Contains correspondence, requests for quotations, price lists, and other papers concerning bids where no award was made to any bidder.

The recommendation below applies only to the copies retained by the Purchasing Department.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. SPECIAL PURCHASE ORDERS

Size: 8 1/2" x 11"
Dates: 1953 - 1955
Quantity: 4 cubic feet
File Arrangement: Alphabetical by vendor
Disposable Amount: 1 cubic foot

Special purchase orders are used for small purchases up to \$25.00. They are prepared in five copies as follows:

1. White: Sent to vendor and retained by him
2. Blue: Sent to vendor, returned by him with invoices, sent to Finance Department and attached to voucher
3. Pink: Sent to the Finance Department and filed by him.
4. Green: Filed by the Purchasing Department.
5. Yellow: Retained by the department of County government making the requisition.

Entries show name of department, serial number (in series by department), name and address of vendor, date, quantity, description and unit price of material, description of work to be done with material, date wanted, signature of person ordering, and counter-signature of Purchasing Agent.

Beginning in 1956 the Purchasing Department's copies have been integrated with the Purchase Orders File.

The recommendation below applies only to copies retained by the Purchasing Department.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. REQUISITIONS FILE

Form No.: 28-P & S-7
Size: 8 1/2" x 11"
Dates: 1954 - -
Quantity: 3 cubic feet
File Arrangement: By Department and then by Requisition Number
Annual Accumulation: 1 cubic foot

Purchase Requisitions are prepared by departments of county government and sent to the Purchasing Department for approval and initiation of Purchase Orders. The Purchase Requisitions are completed in triplicate as follows:

1. White: Sent with fifth copy of Purchase Order to the Finance Department for cost computing and accounting, and filed there.
2. Yellow: Filed in the Purchasing Department with rough notes, correspondence, and copies of Purchase Orders when awards are split.
3. Pink: Retained by department initiating the order.

Entries show name of department, date, place and date of delivery, requisition number, account chargeable, description of foods, quantity, prices, Purchase Order number, voucher number, total cost, authorized signature approving or disapproving requisition, and signed certification of head of department.

The recommendation below applies only to copies retained by the Purchasing Department.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. DELIVERY REPORT

Dates: 1956 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{2}$ cubic foot

This form is sent to the Purchasing Department from the Stock Room as an information report on orders received. In addition to information on deliveries the form contains the same information appearing on the corresponding Purchase Order. Another copy of each report is maintained in the Stock Room. The Purchasing Department copy is used to post to the Register of Purchase Orders.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.